

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

**SOUTHWARK DAY CENTRE
FOR ASYLUM SEEKERS**

Charity Number: 1143912

Company Number: 07519992

**ACCOUNTS FOR THE YEAR ENDED
31 MARCH 2023**

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

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LEGAL AND ADMINISTRATIVE INFORMATION

FOR THE YEAR ENDED 31 MARCH 2023

Charity number	1143912
Company number	07519992
Contact Address & c/o	Copleston Office Copleston Road London SE15 4AN
Trustees	Alan Robertson - Chair Chun Lau – Treasurer Leila Mulloy (appointed in June 2022) Claudia Leonescu (appointed in June 2022) Simon Taylor Tod Heyda Ajoke Ojie Sarah Gay Barry Sally Inman
Independent Examiner	London Accountancy Practice Sojourner Truth Centre 161 Sumner Road London SE15 6JL
Bankers	Barclays Bank

TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

Welcome from Chair and Director

As the world came out of the pandemic, we continued to strengthen our services, exploring how we meet rising demand in an ever more complex and hostile environment. Many systems are designed to make the lives of refugees, asylum seekers and migrants more and more difficult. We strive to be the anthesis of this – to show that people in Southwark and further afield are welcoming.

It is our staff and volunteers that make SDCAS a welcoming, professional and safe space. A place where people are cared for, supported, and empowered. I am so grateful to everyone at SDCAS who helps us create that vital and special place.

Alan Robertson, Chair

Throughout the year, we continued to build relationships and connections in and across communities as levels of hostility in the media towards refugees and migrants continues, far right extremism rises, and further immigration policy changes shadowed over us.

Within this context, the centres provide a welcoming platform for connections to be made with people who are most affected, creating opportunities for much needed community engagement and integration.

SDCAS is well placed to offer various services while we have been working hard to build capacity through securing new venues, volunteering programmes, effective partnership working, fundraising events such as concerts, festivals and more all of which help create more resources to meet demands and prepare for the various challenges ahead.

As always, we appreciate all support from trustees and team members, clients, volunteers, funding bodies, Friends of SDCAS and partners otherwise this would not be possible.

Pauline Nandoo, Director

Structure, governance and management

Governing document

The Southwark Day Centre for Asylum Seekers is an incorporated company limited by guarantee number 07519992. Registered under charity number 1143912 and governed by the memorandum and articles of association which were adopted on the 30th of August 2011.

The organization and decision-making structure

Members are appointed by the Board of Trustees (the directors of the charity). There is no maximum number of Trustees and the minimum is three. The trustee board normally meets every two months. The board delegates areas of work to sub-committees who report regularly to the chair and to board meetings. The sub-committees are finance, human resources and health & safety. Each sub-group is chaired and formed by trustees.

The director

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The Director is responsible for the day-to-day management of the Charity's affairs and for implementing policies agreed by the Board of Trustees.

Statement of trustee responsibilities and overall governance

The Trustees have overall responsibility for ensuring that the Charity has appropriate systems and controls, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the Charity and for their proper application as required by charity law, and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Risk management

The Trustees have reviewed the major risks to which the Charity is exposed, in particular those related to the operations and finances of the Charity and are satisfied that systems are in place to mitigate exposure to the major risks.

Objectives of the charity

- 1) The relief of poverty, the promotion of health and the advancement of education of asylum seekers and refugees in the London Borough of Southwark.
- 2) To provide or assist in the provision of facilities in the interest of social welfare for recreation or other leisure time occupation of asylum seekers and refugees who have need of such facilities by reason of their youth, age, infirmity or disability, financial hardship or social circumstances with the object of improving their conditions of life.

Our work in 2022/2023

Our two centres continue to have borough-wide impact, helping to reduce isolation and improving wellbeing for people using our services.

Each centre opens one day per week at different locations for those most in need where we are based in established community hubs in Peckham, and now more recently Camberwell, and hopefully Bermondsey centre too and discussions with South London Mission were fruitful in helping us find a new venue to open our third site in the north of the borough.

Our clients come from a wide range of countries – we logged visitors from 50 countries over the last year. Afghanistan was top of our list as we worked with evacuees from Kabul until the end of 2022, providing support with basic needs and advice in collaboration with the council and other agencies. Also, we have generally seen an increase in the number of hotels in the borough that provide initial accommodation for newly arrived asylum seekers, but people can easily find us as we are in walking distance for those who have little or no cash to access support from us.

Increasingly, the centres have been dealing with problems with homelessness over the past year and we continue to develop our services in response to this. Our hot meals, clothing and food parcels; a social space, creche and parenting support; advice and advocacy sessions, appointments, signposting and referrals are vital.

Activities and projects

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

- The centres continue to be very busy serving over 160 people per week
- Destitution support includes nutritious hot meals, clothing and food parcels.
- Both gardening project has been extremely successful
- Arts and Crafts projects including outreach at a local hostel
- We continue to work with ARSP to have full time volunteers now mainly from Poland who provide an excellent addition to the team.
- Provide a range of volunteering opportunities, overseen by a new Volunteers Coordinator.

The following form part of a larger partnership programme with Refugee Action:

- Two members of staff are working on a homelessness project
- One staff member works on our new Experts by Experience Project which is developing well in new areas
- One member of the staff team began work to improve our Safeguarding procedures.

Volunteers

Over 90 local people volunteer at SDCAS. Their dedication and hard work mean our service continues to develop and grow. They do everything from sourcing donations to collecting and distributing food, clothing, and home items. They are our reception team, English teachers, kitchen staff, advisors, fundraisers, content writers, website designers and more.

Staff development

Both paid staff and volunteers attend regular training sessions relating to a range of issues such as immigration legislation, first aid, mental health awareness, safeguarding and basic food hygiene.

Funders

We continue to be grateful to the London Borough of Southwark which has again provided a substantial grant towards core costs. This grant has continued to strengthen our applications to other key funding bodies. We are also immensely grateful for the support we continue to receive from other individual donors, as well as the generosity of around 20 charitable trusts and organisations (listed in Notes 2, 3 and 11 to the accounts) that have helped to fund our work. We have continued to engage with the church and faith groups across the Borough of Southwark and developed some very fruitful and trusting relationships.

Future Developments

We are committed to:

- Strengthening our core advice services
- Developing the mental health support we offer
- Challenging the hostile environment
- Ensuring the premises we use are suitable, safe and accessible
- Ensuring we have a well supported and resourced team
- Ensuring the people we work with are represented at all levels of the organisation

Financial review

The results of the year's operation are set out in the attached financial statements. The net surplus in funds for the year amounted to £92,894 and for the year ended 31 March 2022 (£153,312). The

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

retained reserves at 31 March 2023 amounted to £531,925 and for the year ended 31 March 2022 £439,031).

Reserves Policy

Our reserve policy calculates target reserves based on potential unplanned expenditure, cashflow requirements and unfunded planned spending. As at 31 March 2023, our target reserves calculation

Reserves Category	£
Contingency for 10% of all expenditure	40,827
Contingency for financial difficulty:	-
Redundancy	24,418
Other	10,000
Contingency for 6 months' temporary senior staff member in case of illness	25,187
6 months min. <u>essential operating costs</u> in case of fundraising shortfall or delay	204,135
Planned spending commitments	0
Cash flow cushion	56,062
Target Total Funds	360,629
Year - end restricted funds balance	135,535
Target "free" reserve cash	225,094

As at the year end, the Charity's unrestricted reserves were £396,391. This is above our target which is helpful at a time of extreme uncertainty and represents a success in increase our reserves as in previous years we were well below our target amount.

Summary

SDCAS has risen to the challenge of meeting higher client needs while finding new ways to work during the challenging times. Our staff and volunteers have worked tirelessly and flexibly to keep our services open. We are grateful for the donations from individuals and organizations which have helped us stay open and without which we would not be able to provide our vital support services. The trustees' annual report was approved

On 06/12/2023

and signed on behalf of the board of trustees by:



Alan Robertson, Chair of Trustees

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INDEPENDENT EXAMINER'S REPORT

I report on the accounts of the organization for the year ended 31 March 2023, which are set out on pages 9 to 16.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

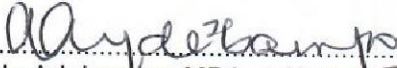
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


Ade Adebambo, MBA, ACMA, CGMA, ACG
London Accountancy Practice
Sojourner Truth Centre
161 Sumner Road
London SE15 6JL

Date 8th DECEMBER 2023

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

Southwark Day Centre for Asylum Seekers Statement of Financial Activities for the year ended 31 March 2023

		Unrestricted Fund £	Restricted Fund £	2023 Total £	2022 Total £
Incoming Resources					
Donations and Gifts	2	91,371	6,000	97,371	121,044
Income from Charitable Activities	3	5,115	340,027	345,142	272,174
Investment Income	4	79	-	79	8
Total Incoming Resources		96,565	346,027	442,592	393,225
Charitable activities					
Raising Funds		197	320	517	960
Charitable Expenses	5	1,447	347,734	349,181	281,002
Total Resources Expended		1,644	348,054	349,698	281,962
Net Incoming Resources		94,921	(2,027)	92,894	111,263
Balances brought forward		301,470	137,561	439,031	327,768
Fund balances carried forward		396,391	135,534	531,925	439,031

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Southwark Day Centre for Asylum Seekers Balance Sheet As at 31 March 2023

			2023		2022
		£	£	£	£
Fixed Assets					
Tangible Fixed Assets					
Current Assets					
Debtors- Accrued income/prep	8	3,778		6,978	
Cash at Bank and in Hand		<u>531,328</u>		<u>434,822</u>	
			535,106		441,800
Current Liabilities					
Creditors and Accruals - PAYE	9	2,082		1,669	
Accountancy Fees		<u>1,100</u>		<u>1,100</u>	
			3,182		2,769
			<u>531,925</u>		<u>439,031</u>
Funds Represented by:					
Unrestricted Fund			396,391		280,987
Restricted Fund			135,534		158,044
			<u>531,925</u>		<u>439,031</u>

For the year ended 31 March 2023 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.


Director's responsibilities

- The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These financial statements were approved by the board of trustees and were authorized for issue. They are signed on behalf of the board by:

Signed



Alan Robertson (Chair)
Trustee

Date 06/12/2023

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

1.1 Basis of accounting

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement on Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements do not include a cash flow statement because the charity, as a small reporting entity, is exempt from the requirement to prepare such a statement under Financial Reporting Standard 1 "Cash flow statements".

1.2 Incoming resources

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income;

- income from donations or grants is recognized when there is evidence of entitlement to the gift, receipt is probable, and its amount can be measured reliably.
- legacy income is recognized when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless it is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognized in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognized with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

1.3 Resources expended

Expenditure is recognized on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct

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costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

1.4 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subject to restrictions on their expenditure declared by the donor or through the terms of an appeal and fall into one of two sub-classes: restricted income funds or endowment funds.

1.5 Going concern

There are no material uncertainties about the charity's ability to continue.

2 Donations and Gifts

Detailed Income for the year ended 31 March 2023

Incoming Resources	Notes	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Donations and Gifts	2				
Donations		40,666	-	40,666	53,564
Friends Scheme		11,417	-	11,417	11,215
Fundraising Income		33,288	-	33,288	38,227
C & M Fleming		6,000	-	6,000	6,000
HMRC - Gift Aid		-	-	-	2,037
St George The Martyr - Ind Grants		-	6,000	6,000	10,000
		91,371	6,000	97,371	121,044

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Southwark Day Centre for Asylum Seekers

Detailed Income

for the year ended 31 March 2023

Incoming Resources	Notes	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Donations and Gifts	2				
Donations		40,666	-	40,666	53,564
Friends Scheme		11,417	-	11,417	11,215
Fundraising Income		33,288	-	33,288	38,227
C & M Fleming		6,000	-	6,000	6,000
HMRC - Gift Aid		-	-	-	2,037
St George The Martyr - Ind Grants		-	6,000	6,000	10,000
		91,371	6,000	97,371	121,044

Income from Charitable Activities

	3	2023 Unrestricted £	2023 Restricted £	2023 Total £	2022 Total £
Awards for All		-	-	-	10,000
Big Lottery		-	69,511	69,511	69,511
City Bridge Trust		-	16,639	16,639	24,760
Acts 435		-	1,930	1,930	-
Catholic Women		-	3,000	3,000	-
P Minet TST		-	30,000	30,000	-
Cosaraf Charitable		-	4,550	4,550	2,135
Fund for Human Need		-	1,160	1,160	1,100
London Community Foundation (LCF)		-	29,997	29,997	10,000
Reel Fund		-	10,000	10,000	-
Legacies & Bequests		100	-	100	100
Mercers Trustee		-	25,000	25,000	25,000
Refugee Action		-	47,041	47,041	26,345
Southwark Council		-	76,200	76,200	58,556
United St Saviour's Trust		-	25,000	25,000	36,250
Wakefield & Tetley		-	-	-	2,000
Southwark Law Centre		-	-	-	-
Neal Coyle		-	-	-	1,277
Refunds Income		15	-	15	-
Nest Pensions		-	-	-	140
The Hillcote Trust		5,000	-	5,000	5,000
		5,115	340,027	345,142	272,174

SOUTHWARK DAY CENTRE FOR ASYLUM SEEKERS

Southwark Day Centre for Asylum Seekers Detailed Charitable Expenditure for the year ended 31 March 2023

5	Unrestricted Fund £	Restricted Fund £	Total 2023 £	Total 2022 £
Wages and salaries	1,248	211,819	212,867	180,556
Employers NIC	-	10,595	10,595	9,347
Employers pensions	-	5,692	5,692	4,918
Rent	-	17,590	17,590	16,340
Payroll expenses	-	1,199	1,199	951
Covid Steward/Cleaning	-	1,846	1,846	1,716
Equipments	-	1,899	1,899	2,107
Insurance	-	2,268	2,268	2,111
Accountancy fees	-	1,130	1,130	1,100
Supervision	-	2,940	2,940	-
Telephone & Internet	-	3,491	3,491	4,821
Other office costs	-	839	839	936
Membership & Subs	-	482	482	-
Travel Expenses	-	219	219	1,940
Food / Catering services	148	8,774	8,922	8,583
Hardship Allowance	-	19,252	19,252	11,968
Security service chgs	-	11,485	11,485	-
Freelance / HR Services	-	2,794	2,794	2,695
Volunteers Expenses	-	4,095	4,095	-
Childcare/ Creche	-	5,490	5,490	1,962
IT services	-	2,804	2,804	4,564
Events & Activities	-	9,422	9,422	1,734
Training	-	2,821	2,821	426
Professional fees	-	1,949	1,949	2,154
Counselling/ Interpretation services	-	12,665	12,665	13,688
Gardening Project	-	2,595	2,595	4,620
Bank charges	-	493	493	457
Fundraising	197	320	517	967
Sundry Expenses	51	1,284	1,335	1,301
Total Expenditure	1,644	348,054	349,698	281,962

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6 Employees remuneration

The total staff costs and employee benefits for the reporting period are analyzed as follows:

	Total 2023	Total 2022
	£	£
Wages and salaries	211,619	180,556
Social security costs	10,595	9,347
Employer contribution to pension costs	5,692	4,918
	<u>227,906</u>	<u>194,821</u>

The average head count of employees during the year was 9 (2022: 9). The average number of full-time equivalent employees during the year is analyzed as follows:

	2023 Total	2022 Total
Director	1	1
Project Workers	7	7
Administrator	1	1
	<u>9</u>	<u>9</u>

No employee received employee benefits of more than £60,000 during the year (2022: Nil).

Key Management Personnel

During the year total remuneration of £47,568 (2022: £66,864) was paid to key management personnel.

7 Trustees' Remuneration and Expenses

None of the trustees received any emoluments during the year other than expenses.

8 Debtors

	2023 £	2022 £
Accrued income	578	4,120
Prepayments	3,200	2,858
	<u>3,778</u>	<u>6,978</u>

9 Creditors

	2023 £	2022 £
Accruals-PAYE/Pensions	2,082	1,669
Accountancy Fees	1,100	1,100
	<u>3,182</u>	<u>2,769</u>

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10 Pensions and other post-retirement benefits

Defined contribution plans

The amount recognized in income or expenditure as an expense in relation to defined contribution plan was £Nil (2022: £Nil).

11 Analysis of charitable funds

Analysis of charitable activities

	As at 31 March 22	Income	Expenditure	As at 31 March 23
	£	£	£	£
Unrestricted Funds				
General Funds	280,987	85,565	197	366,355
The Hilcote Trust	5,000	5,000	520	9,480
C & M Fleming	15,483	6,000	927	20,556
	-	-	-	-
Total	301,470	96,565	1,644	396,390
Restricted Funds				
	As at 31 March 22	Income	Expenditure	As at 31 March 23
	£	£	£	£
Awards for All	3,790	-	3,790	-
Acts 435	-	1,930	1,930	-
Big Lottery	24,302	69,511	83,768	10,045
City Bridge Trust	9,485	16,639	17,590	8,534
Catholic Women	-	3,000	150	2,850
Garfield Weston Foundation	11,423	-	1,860	9,563
Cosaraf Charitable	-	4,550	4,550	-
Fund for Human Need	-	1,160	1,160	-
London Community Foundation (LCF)	22,370	29,997	37,365	15,002
Reel Fund	-	10,000	7,056	2,944
Mercers Trustee	13,877	25,000	21,905	16,972
Refugee Action	14,322	47,041	35,867	25,495
P Minet TST	-	30,000	12,283	17,717
Southwark Council	13,567	76,200	71,280	18,487
United St Saviour's Trust	14,637	25,000	31,712	7,925
Wakefield & Tetley	6,016	-	6,016	-
Southwark Law Centre	16	-	16	-
St George The Martyr	3,755	-	3,755	-
St George The Martyr- Ind Grants	-	6,000	6,000	-
	-	-	-	-
Total	137,561	346,027	348,053	135,535